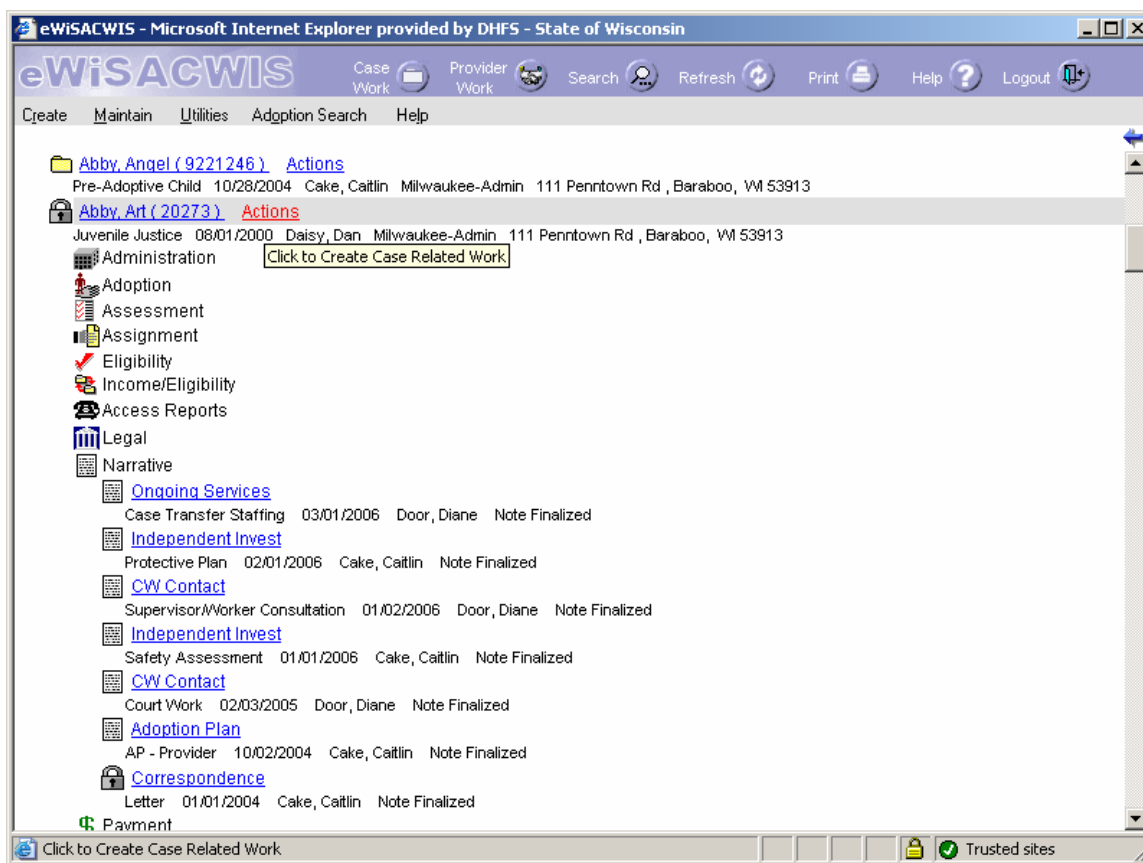


## Printing Multiple Case/Provider Notes

1. To print multiple case/provider notes for a case/provider, select the Actions hyperlink next to the Case/Provider Name.



2. Select Case Note Criteria Search.



3. The Case Note Search Criteria now opens. In the Note Criteria group box, the case name and case number will appear. Use the Start Date and the End Date to select the time frame of notes that you wish to view.
4. Use the CTRL key to multi-select Categories in the Category and Type Criteria group box. Use the Add button or Add All button to move the selected categories and types into the Selected Category and Type box.
5. Use the CTRL key to multi-select Participants. If no participants are selected, notes for all participants will be returned. Select Search.

The screenshot shows a web browser window titled "Case Note Search Criteria - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the "eWISACWIS" logo and navigation links for Print, Spell Check, and Help.

**Note Criteria**

Case: Abby, Art      Number: 20273      Start Date: 01/01/2000      End Date: 03/14/2006

Hold down the 'Ctrl' key for multi-selection

**Category and Type Criteria**

Categories	Buttons	Selected Categories
Access	Add >	Access
Adoption	Add All >>	Adoption
Adoption Plan	< Remove	Adoption Plan
After Hours Contact	<< Remove All	After Hours Contact
Assessment Contact		Assessment Contact
CAPTA		CAPTA
CW Contact		CW Contact

Types	Case Participants
-	Abby, Annabel
Access - Access Contact	Abby, Simon
Access - Supervisor/Worker Consultation	Abby, Art
Adoption - Child Presentation	Abby, Art
Adoption - Collateral Contact	Abby, Amber
Adoption - Court	Collateral, Casey
Adoption - E-mail	Ghost, Casper
Adoption - Home Visit	ksjdfkas, ksjkflsdas

Done Trusted sites

- eWiSACWIS**

Case Note Search Results - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

Print Spell Check Help

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**Note Criteria**

Case: Abby, Art      Number: 20273      Start Date: 01/01/2000      End Date: 03/14/2006

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Records 1 to 8

Worker Name: All

**Notes**

CNID	Date Occurred	Date Entered	Category	Type	Worker Name	Billable		
9221285	03/01/2006	03/01/2006	Ongoing Services	Case Transfer Staffing	Door, Diane	No	<a href="#">Print</a>	<a href="#">View</a>
9221278	02/01/2006	03/01/2006	Independent Invest	Protective Plan	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221282	01/02/2006	03/01/2006	CW Contact	Supervisor/Worker Consultation	Door, Diane	No	<a href="#">Print</a>	<a href="#">View</a>
9221277	01/01/2006	03/01/2006	Independent Invest	Safety Assessment	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221284	02/03/2005	03/01/2006	CW Contact	Court Work	Door, Diane	No	<a href="#">Print</a>	<a href="#">View</a>
9221143	10/02/2004	10/08/2004	Adoption Plan	AP - Provider	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221123	04/15/2004	08/02/2004	Assessment Contact	Initial IA Face-to-Face Contact	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221108	01/01/2004	06/24/2004	Correspondence	Letter	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>

Options: Go

New Search Close

Done Trusted sites

8. The previous screen shot showed the Date Occurred to be the most current date to the oldest date. By clicking the arrow up, the dates will now show from the oldest to the most recent dates (see below). The sort function is available in all columns. Click in the grey area of the column and the arrow will appear. Click on the arrow and the criteria will resort.

By selecting the Print hyperlink to the left of the specific note, the individual note will print. The View hyperlink will display the note on line to review.

**Case Note Search Results - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWISACWIS** Print Spell Check Help

**Note Criteria**  
Case: Abby, Art      Number: 20273      Start Date: 01/01/2000      End Date: 03/14/2006

Records 1 to 8

Worker Name:

**Notes**

CNID	Date Occurred	Date Entered	Category	Type	Worker Name	Billable		
9221108	01/01/2004	06/24/2004	Correspondence	Letter	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221123	04/15/2004	08/02/2004	Assessment Contact	Initial IA Face-to-Face Contact	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221143	10/02/2004	10/08/2004	Adoption Plan	AP - Provider	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221284	02/03/2005	03/01/2006	CW Contact	Court Work	Door, Diane	No	<a href="#">Print</a>	<a href="#">View</a>
9221277	01/01/2006	03/01/2006	Independent Invest	Safety Assessment	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221282	01/02/2006	03/01/2006	CW Contact	Supervisor/Worker Consultation	Door, Diane	No	<a href="#">Print</a>	<a href="#">View</a>
9221278	02/01/2006	03/01/2006	Independent Invest	Protective Plan	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221285	03/01/2006	03/01/2006	Ongoing Services	Case Transfer Staffing	Door, Diane	No	<a href="#">Print</a>	<a href="#">View</a>

Options:

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- To print all notes that are displayed on this page, select Print All Notes from the Options drop down menu.

Case Note Search Results - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check Help

**Note Criteria**  
Case: Abby, Art Number: 20273 Start Date: 01/01/2000 End Date: 03/14/2006

Records 1 to 8

Worker Name: All

**Notes**

CNID	Date Occurred	Date Entered	Category	Type	Worker Name	Billable		
9221143	10/02/2004	10/08/2004	Adoption Plan	AP - Provider	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221123	04/15/2004	08/02/2004	Assessment Contact	Initial IA Face-to-Face Contact	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221284	02/03/2005	03/01/2006	CW Contact	Court Work	Door, Diane	No	<a href="#">Print</a>	<a href="#">View</a>
9221282	01/02/2006	03/01/2006	CW Contact	Supervisor/Worker Consultation	Door, Diane	No	<a href="#">Print</a>	<a href="#">View</a>
9221108	01/01/2004	06/24/2004	Correspondence	Letter	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221278	02/01/2006	03/01/2006	Independent Invest	Protective Plan	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221277	01/01/2006	03/01/2006	Independent Invest	Safety Assessment	Cake, Caitlin	No	<a href="#">Print</a>	<a href="#">View</a>
9221285	03/01/2006	03/01/2006	Ongoing Services	Case Transfer Staffing	Door, Diane	No	<a href="#">Print</a>	<a href="#">View</a>

Options: [Print All Notes](#) [Go](#)

[New Search](#) [Close](#)

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